

La Trobe University
 Council
HUMAN RESOURCES PLANNING COMMITTEE

Establishment

This committee was established as a sub-committee of Council in 2011 (Council minute 413.12).

Membership

Composition	Member	Appointment status
A External member of Council – Chair	Edwina Cornish AO	Appointed
B Chancellor	John Brumby AO	Ex-Officio
C Vice-Chancellor and President (ex officio)	John Dewar AO	Ex-Officio
D Up to 3 members of Council	Michael Gay	Appointed
	Adam Furphy	Appointed
	Vacant	Appointed

In attendance

Composition	Member	Appointment status
Deputy Vice-Chancellor (Research and Industry Engagement)	Susan Dodds	In attendance
Chief Operating Officer	Mark Smith	In attendance
Executive Director, Human Resources	Regan Sterry	In attendance

Role / Terms of Reference

Terms of reference

University Management

1. Receive and review an annual report from HR on the remuneration changes, contract changes and performance bonus payments for all University ESMC 3 classified staff, other than those reporting to the Vice-Chancellor
2. Review and monitor succession plans for key senior positions within the University, and the plans relating to talent identification, development and retention
3. To ensure appropriate succession planning is occurring in each College and central function
4. Review the development and implementation of people strategies to attract, retain and develop the people required by the University to achieve its strategic objectives
5. Review and monitor the University Collective Agreement negotiations
6. Review and monitor staff satisfaction and culture across the University
7. Review and monitor compliance with relevant employment legislation.
8. Review and monitor employment conditions and salary scales and strategies from other institutions.
9. Review staffing profiles with respect to gender, age and equity issues.

Council Members

10. Oversee professional development opportunities for Council members and monitor their effectiveness.
11. Ensure development and maintenance of an effective induction program for new Council members.
12. Assist and provide advice to the Chancellor on performance evaluation of Council and individual Council members.

Committee Administration

1. The Committee shall meet at least three times a year and at other times deemed to be necessary. Meetings may be held via teleconference.
2. There shall be an agenda and minutes for all meetings and the Secretary (who shall not be a Committee member) shall record the proceedings of the meeting and distribute Chair approved minutes within 10 days of the meeting.
3. The Committee shall review its own performance on an annual basis and refer findings and actions arising from the review process to Council.
4. The Terms of Reference for the committee shall be reviewed by the Committee on an annual basis. Amendments shall be recommended to Council for approval.
5. The Committee will report on its responsibilities and activities through its Chair to the Council.

Reporting

To **Council** after each meeting.

Quorum

The Chair and at least three other members.

Frequency of meetings

Three times annually or more as required.

List of any sub-committees

None.

Secretariat

Governance & Policy Services

Contact person and phone / email

Name: Ms Rebecca Bramwell
Title: Manager, Governance & Policy Services
Email: HRPC@latrobe.edu.au